

# MEMORANDUM OF UNDERSTANDING

## Between Jefferson County Public Schools Adult and Continuing Education and the Jefferson Community and Technical College District

This Memorandum of Understanding is entered into as of the 9th day of June, 2003 by and between **Jefferson County Public Schools (JCPS)** Adult and Continuing Education, 3332 Newburg Road, Louisville, Kentucky 40218, and the **Jefferson Community and Technical College District (JCC)**, 109 East Broadway, Louisville, Kentucky 40202. The Jefferson County Public Schools are a public and political subdivision of the Commonwealth of Kentucky. The Jefferson Community and Technical College District is a constituent part of the **Kentucky Community and Technical College System**, 2760 Research Park Drive, Post Office Box 4092, Lexington, Kentucky 40512.

### Witnesseth:

**Whereas**, JCPS Adult and Continuing Education and the Jefferson Community and Technical College District both have statutory missions which include the delivery of educational services to adults in Metro Louisville, and

**Whereas**, both parties are committed to the enrollment and educational attainment goals adopted by the Workforce Investment Board (Kentuckiana Works), the Department for Adult Education and Literacy of the Workforce Development Cabinet, the Kentucky Community and Technical College System, and the Council for Post-Secondary Education; and

**Whereas**, both parties, working in partnership, have complementary strengths and resources in adult and developmental education and are committed to maximizing the use of these strengths and resources for the good of the community; and

**Whereas**, both parties are committed to working together to meet the workforce needs of current and future business and industry in the Metro Louisville area; and

**Whereas**, both parties have already established a working relationship which includes cooperative efforts at Ahrens Adult Education Center, the Southwest Campus of Jefferson Community College and other locations;

**Now Therefore**, in consideration of the premises and the mutual covenants and conditions contained herein, the parties hereby enter into the following basic agreement:

1. To develop and implement appropriate dual enrollment opportunities for JCC and DAEL students.
2. To develop and implement by June 9, 2003 a comprehensive "inter-agency referral system" which will include but not be limited to an agreement on the referral and placement of incoming students who are assessed in reading, mathematics and writing using TABE and/or COMPASS. (See Appendix A for details.)
3. To develop and implement by June 9, 2003 a GED graduate recruitment initiative that will include contacts with GED graduates, identification of scholarship funds for selected GED graduates and a presence at GED graduation ceremonies. (See Appendix B for details.)
4. To utilize funds made available by KCTCS to hire a Transitions Coordinator for the Metro Louisville area. (See Appendix C for details.)
5. To evaluate the assessment, referral, and placement procedures utilized jointly by JCC and JCPS. (See Appendix D for details)
6. To explore the assessment, referral and placement procedures utilized jointly by JTC and JCPS.
7. To identify key research markers that will provide sufficient data to fully evaluate student success. Internal and external data will be used.
8. To utilize the results of the above-mentioned research to improve the policies, procedures and androgogy of this joint venture.

9. To evaluate and strengthen the services provided by the GED Testing Center located at Jefferson Technical College.
10. To establish a joint steering committee and hold at least one meeting per academic semester to evaluate the status of the relationship and determine any necessary changes and improvements. The joint steering committee will be co-chaired by the Director of the JCPS Adult and Continuing Education Program (or his/her designee) and the President and CEO of the Jefferson Community and Technical College District (or his/her designee). The Chancellor of the KCTCS (or his/her designee) will be an ex-officio member. In addition the committee will also include but not be limited to the following people: JCC Provost, JCC Academic Deans, JCC Student Dean, JCC Division Chair of Reading and Academic Success, JCC Director of Center for Community and Economic Development, JCPS Adult Basic Education Specialist and JCPS Special Programs Coordinator for Adult Basic Education.
11. To utilize funds made available by JCPS Adult Education's Lumina Grant to provide GED test fees and college tuition for GED graduates.
12. To develop joint marketing strategies that will advance and enhance this initiative. All marketing and promotion materials will be jointly approved by the Director of the JCPS Adult and Continuing Education Program (or his/her designee) and by the CEO of the Jefferson Community and Technical College District (or his/her designee).
13. To share professional expertise by allowing both JCC and JCPS faculty and staff to attend both JCC and JCPS professional development opportunities.
14. To explore the academic needs of ESL students and develop a joint initiative to facilitate these students' abilities to succeed.
15. To research and develop strategies that will allow both JCC and JCP-SAE to complement each other in their use of WorkKeys.

This basic agreement is effective from June 9, 2003, until June 30, 2004, and is renewable on an annual basis. The basic agreement will be evaluated jointly as necessary. Therefore, any necessary changes and improvements in the basic agreement will also be agreed to by the steering committee. The details of the relationship, described in the Appendices, may be modified at any time upon the authority of the co-chairs of the Joint Steering Committee as long as these modifications are consistent with the basic agreement described in this document. After the initial year (2003-2004), future agreements may extend for two or more years.

**Witness** the agreement of the parties hereto, as of the date first written above:

**Jefferson Community and  
Technical College District**

**Jefferson County Public Schools  
Adult and Continuing Education**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_